

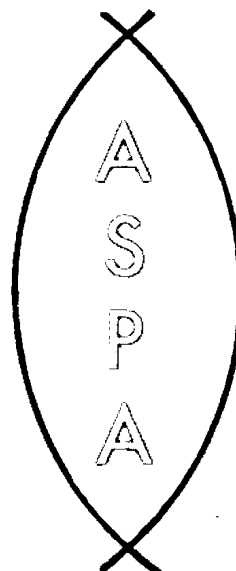
## CHAPTERS

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CIA-RDP73-00475R000101060001-9

**ARIZONA**  
**California**  
 Bakersfield  
 Central California (Fresno)  
 China Lake  
 Los Angeles  
 Sacramento  
 San Diego Area  
 San Francisco Bay Area  
 Stanford University  
 University of California, Berkeley  
 University of California, Los Angeles  
 University of Southern California  
**Colorado:** Denver  
**Connecticut**  
 Washington, D. C.  
**Florida**  
 Florida Capital (Tallahassee)  
 South Florida (Miami)  
**Georgia (Atlanta)**  
**Hawaii**  
 Hawaii Island (Hilo)  
 Honolulu  
**Idaho (Boise)**  
**Illinois**  
 Greater Chicago  
 Rock Island Area  
 Southern Illinois (Carbondale)  
 Springfield-Urbana  
**Kansas**  
 Eastern Kansas (Lawrence)  
 Wichita  
**Kentucky**  
**Louisiana\***  
 Maryland (Baltimore)  
**Massachusetts**  
 Boston  
 Western Massachusetts (Amherst)  
**Michigan**  
 Detroit Metropolitan  
 Michigan Capital (Lansing)  
 Southwestern Michigan  
 (Battle Creek-Kalamazoo)  
 University of Michigan  
 \* Provisional

**Minnesota (Minneapolis)**  
 University of Minnesota  
**Mississippi (Jackson)**  
**Missouri**  
 Central Missouri (Columbia)  
 Greater Kansas City  
 St. Louis Metropolitan  
**Nevada (Reno)\***  
**New Jersey**  
**New Mexico**  
 Albuquerque  
 Western New Mexico (Gallup)  
**New York**  
 Capital District (Albany)  
 Cornell-Ithaca  
 New York Metropolitan  
 Syracuse  
**Ohio**  
 Central Ohio (Columbus)  
 Cincinnati  
 Cleveland  
**Oregon**  
 Oregon (Portland)  
 Salem  
 Upper Willamette Valley (Eugene)  
**Pennsylvania**  
 Central Pennsylvania (Harrisburg)  
 Philadelphia Regional  
 Pittsburgh Area  
**Puerto Rico (San Juan)**  
**Rhode Island**  
 East Tennessee (Knoxville)  
**Texas**  
 Amarillo Area\*  
 Austin  
 North Texas (Dallas)  
**Utah (Salt Lake City)**  
**Washington**  
 Inland Empire (Spokane)  
 Puget Sound  
 Southeastern Washington (Richland)  
 Washington Capital (Olympia)\*  
**Wisconsin**  
 Milwaukee  
 Wisconsin Capital (Madison)



To Advance the  
 Science, Processes, and Art of  
 Public Administration

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## MEMBERSHIP

Annual dues are \$15 for basic membership. Additional services

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# AMERICAN SOCIETY FOR PUBLIC ADMINISTRATION

1960



ASPA Headquarters

## What Is Public Administration?

In government, administration is the unifying cord that runs through all programs at all levels. Administration is planning what to do, organizing to do it, working with people toward common goals, securing money and allocating it, and tying together the different parts of diverse undertakings. It involves leadership, decision-making, communication, work processes, responsiveness to legislature and public, and awareness of major social trends.

The public administrator is planner, organizer, technician, teacher, salesman, social scientist, and boss. He practices his profession in various capacities—state commissioner, aide to a mayor, senior clerk in a field office, head of a public authority, federal bureau chief, county welfare director, section head in an international body. He may be outside government but closely concerned with it as university professor, governmental researcher, management consultant, graduate student, staff member of a civic agency, or community leader.

The American Society for Public Administration is a nationwide nonprofit organization dedicated to improved management in the public service through the exchange and development of information about public administration. Founded in 1939, ASPA consists of governmental administrators and persons in many related fields. Its ranks are open to all those with an active interest in public management as a career and new profession.



ASPA Round Table

The public administrator's interest in management usually has a parallel in a program or service specialty. He may, for example, be a highway engineer, health officer, soil conservationist, urban planner, personnel classifier, budget examiner, or purchasing agent as well as administrator. Management is the universal function cutting through all these specialties—complementary and essential to each but separately identifiable.

The hallmark of the public administrator is his professional concern with the managerial job in government.

# AMERICAN SOCIETY FOR PUBLIC ADMINISTRATION

Phone: MUseum 4-7430

ASPA in advancing improved administration in the public service aims to—

- Broaden management perspectives by exchange of ideas and experience.
- Make the growing knowledge about public administration more accessible.
- Stimulate and assist education and research in governmental management.
- Link officials of different agencies, programs, jurisdictions, and areas.
- Provide individual administrators with selective professional assistance.
- Encourage young people to prepare for careers in public management.
- Foster the development of administrative standards and ethics.
- Increase citizen awareness of the service motive in public administration.

Through pursuit of these objectives, without advocacy of particular public policies, ASPA works toward a better defined profession and a stronger public service.

April 5-8, 1961  
ANNUAL  
NATIONAL CONFERENCE  
Sheraton Hotel  
Philadelphia, Pennsylvania

ASPA has 7000 members, representative of all governmental levels and administrative interests. Members are located in every state and territory as well as overseas. In addition, government agencies, universities, and other organizations are affiliated with the Society. ASPA is governed by an elected council and operates through chapters, committees, and a central staff. Members work actively in all its programs.

**CHAPTERS.** ASPA has approximately 70 chapters in major governmental and educational centers throughout the country. Each chapter is a hub of Society activities and helps to shape Society policies. Chapters provide a forum for intergovernmental discussion of administrative problems, public information about government management, and recognition of distinguished administrative achievement.

**COMMITTEES.** Several ASPA programs are handled by committees—an editorial board, policy advisory forum, and special groups on education, research, and the comparative and international aspects of public administration. These groups, representing a cross-section of the members, give breadth and grass-roots vitality to the Society's work.

**STAFF.** ASPA activities are administered by a permanent professional staff. In developing and carrying out their programs, the chapters and committees are supported by the staff, both in the field and centrally. The staff also serves as an information clearing house on public administration.

The Society cooperates with other governmental affairs organizations, particularly its associates at Thirteen-Thirteen East Sixtieth Street in Chicago. Contacts are also maintained with civic, social science, business management, and other groups as well as with universities and research agencies.

## ACTIVITIES AND SERVICES

### PUBLICATIONS



**PUBLIC ADMINISTRATION REVIEW**, published quarterly, is a professional journal by and for public administrators, dealing with the practice, setting, theory, and philosophy of governmental management.

**PUBLIC ADMINISTRATION NEWS** reports on ASPA activities, public administration developments, personalities and publications. **MANAGEMENT FORUM**, a section of the *News*, provides information on administrative techniques such as operations research, computer use, bill-drafting, and incentive-award systems.

**PUBLIC ADMINISTRATION BULLETIN** is distributed monthly to newspapers and other media as publicity on governmental management. Chapter newsletters, digests of ASPA meetings, special administrative reports, and selected reprints are also part of the publications program.

### EDUCATION



ASPA works with colleges, universities, and governmental agencies to improve education for public administration. A **SPECIAL COMMITTEE** of the Society is reviewing major trends and problems in this field.

**MANAGEMENT INSTITUTES**, sponsored by ASPA with university and governmental cooperation, are a growing intergovernmental service for career administrators. These workshops, organized nationally or regionally to run for a week or more, focus on executive development, the setting of administration, management tools, program building, and similar subjects.

**ADMINISTRATIVE SEMINARS**, conducted by the chapters, often in conjunction with area colleges and universities, provide management training more locally oriented and usually shorter in duration.

### CONFERENCES



The **NATIONAL CONFERENCE** brings together annually some 1000 conferees for panels, informal clinics, and other sessions. Members and guests discuss administrative policies and problems in broad perspective. The topics are designed to meet the many-sided interests of members and chapters.

Regional **ADMINISTRATORS CONFERENCES** are another ASPA feature. Developed by the chapters and the staff, these sessions are similar to the national conference, but emphasize local focus and participation. They are held in major governmental centers throughout the country—one or more times each year.

**CHAPTER MEETINGS** provide local opportunities for exchanging administrative ideas. Topics include operational problems, management fundamentals, and policy issues.

### RESEARCH



ASPA helps its members keep abreast of research in public administration through **CONTINUING LIAISON** with consultants, officials, educators, and survey groups. Reports on major projects are carried in the *Review, News* and results are discussed at national and regional conferences.

A **RESEARCH COMMITTEE**, representing a cross-section of administrators and scholars, is studying basic needs and resources for public administration research. The study will give a better basis for additional management and policy research, sometimes through joint projects involving ASPA, universities, and other groups.

Chapter **STUDY GROUPS**, meeting periodically on major administrative and policy questions, are a related activity at the local level.

### INTERNATIONAL COOPERATION



The Society is concerned with the international as well as domestic aspects of governmental management. An **INTERNATIONAL SECTION** in the *News* is regularly devoted to matters of this sort.

ASPA serves as the United States Section of the International Institute of Administrative Sciences. The work of the **INTERNATIONAL INSTITUTE** is supported by countries and national sections throughout the world.

ASPA cooperates with the International Cooperation Administration by enrolling ICA administrative trainees as Society members. The purpose is to acquaint foreign administrators with ASPA and promote the organization of similar groups in other countries.

### PROFESSIONAL INFORMATION



ASPA assists public administrators professionally through special information of various kinds. The **SOCIETY DIRECTORY**, for example, provides members periodically with a "who's who" of public administration.

The **PERSONNEL EXCHANGE** is a nationwide roster and placement service for public agencies and administrators. The Exchange publishes lists with employment opportunities and personnel available quarterly in the *News*.

By arrangement with the **SOCIAL SCIENCES LIBRARY SERVICE**, ASPA members receive *SSLS Book Notes* and may borrow or buy management and other materials by mail. Another Society service is the **CONFERENCE CALENDAR**, a listing of forthcoming conferences of interest to public administrators.

# AMERICAN SOCIETY FOR PUBLIC ADMINISTRATION

Phone: MItchen 4-7410

\*Associated with "Thirteen-Thirteen"



**AMERICAN SOCIETY  
FOR PUBLIC ADMINISTRATION**

6042 Kimbark Avenue, Chicago 37, Ill.

**MEMBERSHIP APPLICATION**

- Complete and mail with your remittance.
- Covers services for one year.
- Provides opportunity for chapter participation.

Total enclosed \$.....  
Please use check or money order.

Please Type or Print. Check Mail Preference.

Name \_\_\_\_\_

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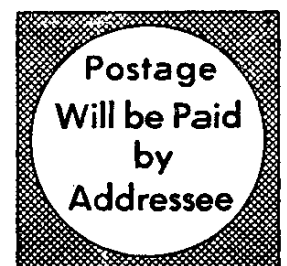
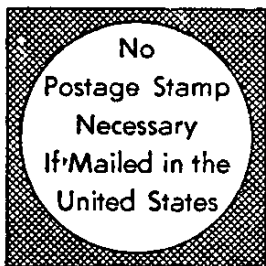
- ☐ **DEVELOPMENT FUND** \$..... To strengthen ASPA — \$10, \$25, \$50, \$100, or other amounts. Tax deductible.
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**For Better Understanding and Practice of Public Administration**

American Society for Public Administration  
*To Advance the Science, Processes,  
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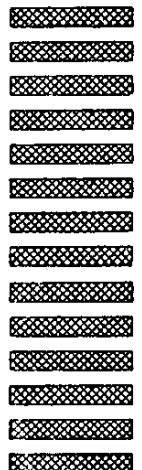
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**6042 Kimbark Avenue**

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## American Society for Public Administration

6042 Kimbark Avenue, Chicago 37, Illinois

*To Advance the Science, Processes, and Art of Public Administration*

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ALLEN W. DULLES

This is a cordial invitation to you to join the American Society for Public Administration. Society goals and programs are presented in the enclosed brochure and application form.

Participation in ASPA brings you into a nationwide movement to strengthen public administration through greater knowledge, wider recognition of the role and responsibility of the government executive, and self-improvement.

We will be honored to welcome you into membership and hope for the pleasure of hearing from you soon.

ROBERT J. M. MATTESON  
*Executive Director*

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